



EDWARD M. BIRN  
Director (Direktot)

EDITH C. PANGELINAN  
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION

GENERAL SERVICES AGENCY  
(Ahensian Setbision Hinirat)

Telephone (Telifon): (671) 475-1707/1729 • Fax (Faks): (671) 472-4217/1727



LOURDES A. LEON GUERRERO  
Governor (Maga'haga)

JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'hahi)



August 22, 2019

**GENERAL SERVICES AGENCY CIRCULAR NO.: 2019-010**

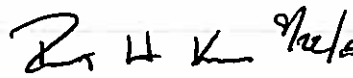
**TO:** All Department and Agency Heads  
**FROM:** Chief Procurement Officer  
**SUBJECT:** Update Authorized Personnel and Signatures

**Hafa Adai!** Please be advised that the General Services Agency is updating our files on authorized personnel as well as the assigned alternates for all departments/agencies. These individuals will be the only persons honored at the Tendan Gubetnu, the State Agency for Surplus Property, and the Control Branch pertaining to the issuance of supplies and materials, in addition to the release of procurement and other related documents. It is important that these files remain current to ensure the timely processing of your Department/Agency documents.

Attach is the necessary form to complete and transmit to our office no later than September 27, 2019. Any questions, please do not hesitate to call 475-1107.

Your immediate and prompt attention in this matter will be greatly appreciated.

**Dangkulo na Si Yu'os Ma'ase'**

  
ROBERT H. KONO  
Acting

Attachment



**GENERAL SERVICES AGENCY**

**SIGNATURE AUTHORIZATION**  
**TENDAN GUBETNO**  
**AND**  
**GUAM STATE AGENCY FOR SURPLUS PROPERTY**

Date: \_\_\_\_\_

To: Chief Procurement Officer  
General Services Agency

From: \_\_\_\_\_

Dept./Div. No: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

The following person or persons are authorized to sign for and pick-up supplies from the Tendan Gubetno and the GUAM State Agency for Surplus Property and procurement related documents from the Control Section.

_____ Name, Position or Title	_____ Signature	_____ Initial
_____ Name, Position or Title	_____ Signature	_____ Initial
_____ Name, Position or Title	_____ Signature	_____ Initial
_____ Name, Position or Title	_____ Signature	_____ Initial
_____ Name, Position or Title	_____ Signature	_____ Initial